NSPIRES Online participation guide

This web page will show you exactly what to do so that you can be a team member on a NASA research proposal. Yes, this includes collaborators.

If you are not already in our online proposal submission system then follow this link.

You are probably here because you were invited to be a team member (e.g., Co-Investigator, collaborator etc.) on a proposal and you got an automatic email with a subject line like this:

Subject: NASA NSPIRES - Action - Participation Confirmation Required.

The words in the email may have seemed a bit confusing e.g., "...establish an organizational relationship, i.e., the business relationship or other auspices through which you are participating..." but that doesn't matter. Just do like I did:



1. Go to http://nspires.nasaprs.com/ and login (use the blue box to the right of your browser window, see figure 1)

Figure 1, a screen capture of the login window at http://nspires.nasaprs.com/

2. After logging in your will see a welcome screen that will list any proposals for which you need to confirm that you are team member. For example, for me there was a proposal entitled "Test for Max" for the Precipitation Science program within ROSES 2009 (see figure 2). But it doesn't make a difference to which program you will propose, the process is the same.

Welcome to NSPIRES Dr. Max Bernstein

Reminders/Notifications [update]

Need Co-I Confirmation for proposal: Test for Max. For solicitation: NNH09ZDA001N-PRECIP

Figure 2, a screen capture of the welcome list of reminders and notifications showing the need for Co-I confirmation for a proposal to NNH09ZDA001N-Precipitation Science

The blue bulleted text "Need Co-I Confirmation..." is a link to the "team member participation confirmation page seen below...

Team Member: Participation Confirmation

Proposal Title: Test for Max

Announcement: NNH09ZDA001N-PRECIP: Precipitation Science

Proposal No.: TBD on Submit

PI: Jamie Elsila

Team Member Role: Co-I

Every Team Member identified as a participant in the proposal's Scientific/Technical/Management Section must acknowledge his/her intended participation in the proposed effort. Each individual proposed must also identify the organization through which he/she is participating in the investigation, which may differ from his/her primary employer. (Excerpts taken from the NRA Guidebook. See Sections 1.4.2 and 2.3.9 for further details). Establishing an organizational relationship will confirm the commitment by the team member to this proposal.

Organizational Relationship

As a Team Member, you must indicate the organization or other auspices through which you are participating. Establishing this will help NASA in identifying potential conflict of interest situations during peer review of proposals.

To acknowledge the above conditions and proceed to link your organizational relationship to this proposal, please press CONTINUE. If you do not wish to participate on this proposal team, please press DECLINE.



This page above essentially asks, is this the right proposal or not? If you decline now then you will confirm and be out. If you click continue you will still get other chances to decline, and it will take you to the team-member profile page:

Team Member Profile Proposal Title: Test for Max **Announcement: Precipitation Science** Proposal No.: TBD on Submit PI: Jamie Elsila Team Member Role: Co-I Team Member Name: Dr. Max P. Bernstein **Team Member Contact Info:** NASA HQ Room 3C25 Mail Suite 3C26 Office: 202-358-0879 Washington, DC 20546 max.bernstein@nasa.gov NOTE: All team members must establish an organizational relationship. **Organizational Relationship** An organizational relationship must be linked to this proposal. **Member Documents** Continue Decline

Although it doesn't say it at this time, this is the absolutely most important branch point in the process. DO NOT, repeat NOT hit continue at this point. You MUST, repeat MUST click the grey button to the right that says "Link Relationship." They promise me that they will make this more obvious but as of July 20 this is how it looks.

← Click this button or the proposal cannot be submitted.

If you clicked on grey button to the right of the team-member profile page that says "Link Relationship" then you should find yourself on the Team-Member Organizational Relationship page, which will have blue text with the name of the proposal, PI etc:

Team Member: Organizational Relationship

Proposal Title: Test for Max

Announcement: Precipitation Science

Proposal No.: TBD on Submit

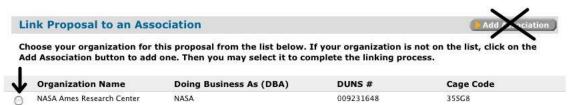
PI: Jamie Elsila

Team Member Role: Co-I

Team Member Name: Max Bernstein

Linking Options

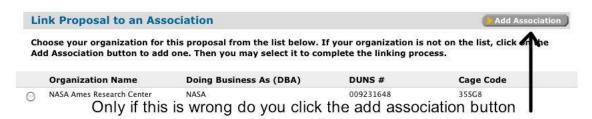
And it will present you with various "linking options" which means they want to know where are you working. For those of you who work at one place this may seem like a silly question. But many have multiple organizations where the funds could be sent. If you are like me and NSPIRES knows where you work then it's easy. Then it will present you with options and you choose one. Here is what it looked like for me:



It had my organization on the list so I chose the "radio" button next to Ames (see arrow above) and I was done. I did NOT click the "add association button, I just went to the bottom of the page and clicked the yellow save button at the bottom of the page.

When I had done that it took me back to the team member profile page (above) but the link relationship button was gone. Now I can click the yellow OK button and I am done. It will now show me the view proposal page.

If, and only if, you don't see your institution on this list then (and only then) do you click the grey button on the upper right that says "Add association."



When you click the "Add association" button it sends you to the search window.

Add Association: Search for Organization

Enter your search criteria below. You may search by organization name, DUNS number or CAGE code using the dropdown selection below.



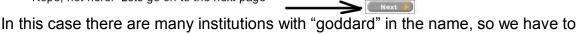
Lets say I wanted to add Goddard Space Flight Center as my new institution. I would type the name (or cage code or duns #) into the window and click search.

Add Association - Search Results

Select an organization from the list below and click "Select" to advance to the next step. Click "New Search" to search again



Nope, not here. Lets go on to the next page



Add Association - Search Results

move on to the second page...

Select an organization from the list below and click "Select" to advance to the next step. Click "New Search" to search again

				New Search
Select	Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
0	GODDARD, JEFF		827926457	55ZQ5
0	GODDARD, KATRINA A B		616553769	4GUW2
0	GODDARD, LANE	LANDABOOKS	148062032	58AM7
0	GODDARD-RIVERSIDE COMMUNITY CENTER (INC)		060226859	544R2
0	JOHN GODDARD PRODUCE, INC.		032423212	014D0
•	NASA/GODDARD SPACE FLIGHT CENTER	NASA	004968611	36FC1
0	SIGMA SPACE PARTNERS, LLC	GODDARD INSTITUTE OF SPACE STUDIES	610458965	47CP6
Property	evious			

Finally, I find what I am looking for, select it and click the yellow select button.

And once I have selected a new institution then I get this confirmation screen.

Add Association: Confirm Association

Note: Associations cannot be removed from an account once created.

If this is the organization you wish to associate with, click "Add Association". To go back click "Back". If you are not sure about making this association, press "Cancel".

Organization Information

NASA/GODDARD SPACE FLIGHT CENTER

Doing Business As (DBA): **CAGE Code: DUNS Number:** 004968611

Company Division:

Organization Address: Mailing Address:

8800 GREENBELT RD **GREENBELT**

GREENBELT MD 20771-2400 GREENBELT MD 20771-2400

Electronic Business Point of Contact:

BONNIE NORRIS bonnie.g.norris@nasa.gov 8800 GREENBELT ROAD

GREENBELT MD 20771-0002

Phone: 3012865442

Fax:

Alternate EBPOC:

VICTORIA STOKES

victoria.m.stokes@nasa.gov 8800 GREENBELT ROAD

GREENBELT MD 20771-0002

Phone: 3012860822

Fax:

Now I can go back to "linking options" page above and my new institution should be on it. In either case, when you are done you and the PI should both get a confirming email like that below. If you don't see an email like this when you are

From: nspires@nasaprs.com

Date: Tuesday, July 21, 2009 11:11 AM

To: Max Bernstein (W) <max.bernstein@nasa.gov>

Cc: Cook, Jamie Elsila (GSFC-6910) <jamie.e.cook@nasa.gov> Subject: NASA NSPIRES - Team Member Confirms Participation

Max Bernstein has agreed to be a Team Member on the following proposal:

Proposal Title: Test for Max

Principal Investigator (PI): Jamie Elsila

and has linked the following organizational relationship to that proposal:

Team Member Relationship: NASA Ames Research Center

Linked date: 07/21/2009

Team Member Email: max.bernstein@nasa.gov

Team Member Phone: 202-358-0879

Team Member Role: Co-I

done, then you may not have gotten it right. Please contact the NSPIRES help desk at (202) 479-9376 Mon - Fri 8 AM to 6 PM EST or NSPIRES-HELP@nasaprs.com for help. Pls: if you don't see such an email then your

team members are not on board and you cannot submit the proposal!